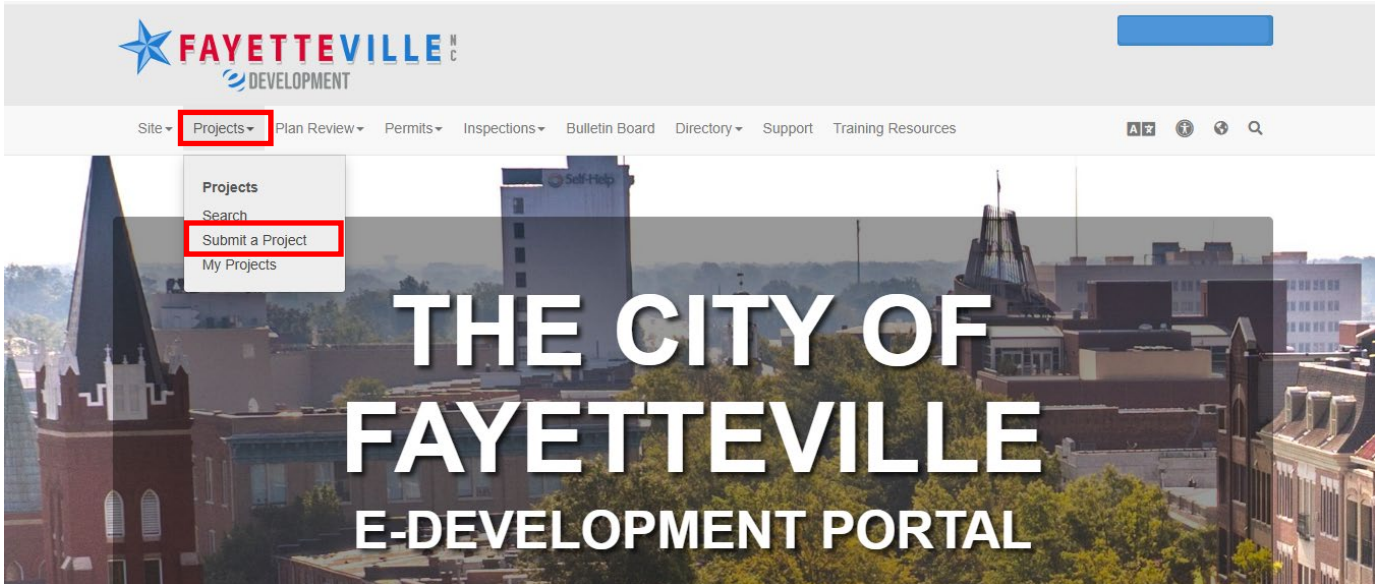


To Submit a Commercial Driveway Permit Online:

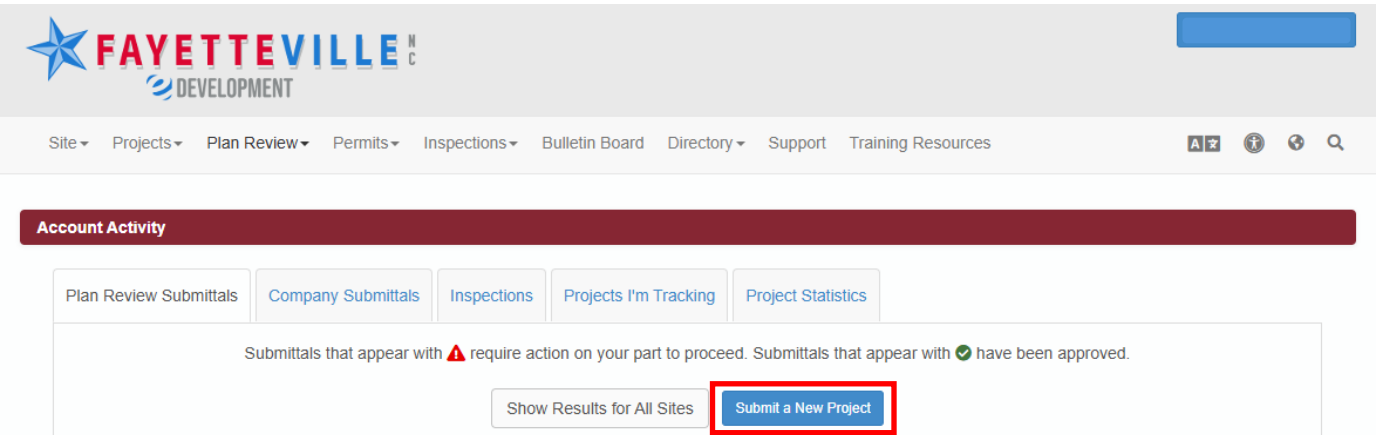
(These instructions are for commercial driveways only, which includes new developments, subdivisions, and commercial properties. A commercial driveway permit is NOT required for owner-occupied single-family homes or duplexes. For a single-family home or a duplex unit, obtain a residential driveway permit by calling (910) 433-1656.)

1. Go to the City of Fayetteville E-Development Portal, commonly known as "IDT" (you will have to register if using for the first time), at: <https://fayetteville.idtplans.com/secure/>

2. Under the 'Projects' tab, Click 'Submit a Project'.



3. Click 'Submit a New Project'.



4. Complete the 'Project Overview' section.
 - a. Application Category = 'Engineering'
 - b. Application Type = '2.2) Driveway Permit'
 - c. Project Name: Preferably same name used for project at TRC, if applicable
5. Click 'Save and Continue'.

FAYETTEVILLE N.C. DEVELOPMENT

Site ▾ Projects ▾ Plan Review ▾ Permits ▾ Inspections ▾ Bulletin Board Directory ▾ Support Training Resources

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Overview

? Application Category: Engineering Review Help me choose
 ? Application Type: 2.2) Driveway Permit Help me choose
 ? Project Name:

6. Check boxes to acknowledge requirements of submittal
7. Click 'Save and Continue'.

Driveway Plan Review Submittal Requirements Print Checklist

Welcome to the City of Fayetteville's online plan review portal.

The application type selected is solely for the submittal of commercial driveway permits. The commercial driveway permit classification includes subdivisions, townhomes, apartment complexes, and even duplexes. **However, if submitting a driveway permit for a Single Family Residential home, stop filling this out right now and call 910-433-1656.** If unsure of which application type to submit, feel free to call 910-433-1148.

Please note that commercial driveway permits are accepted for both city and state routes. For projects proposed on a state route, it is the responsibility of the applicant to provide all required information to the NCDOT.

Items noted below (as applicable) can be uploaded as a PDF attachment using the document uploader portion of this application. The City will require at least the site plan to begin review of the application.

- Permit Application Document:** This will be either a City or NCDOT permit depending on road type the project is located along (selected later in the application process).
Please note: The permit application document will be generated and emailed to the applicant following submission and receipt of the application or can be downloaded now using the above links (if easier). Both methods will require the applicant to download the permit application document, finish filling it out, obtain all appropriate signatures, and upload the document back into IDT. Where signatures are required, acceptable signature methods include; original wet signature (scanned in color); DocuSign verified; and AdobePro verified. For the most efficient possible process, the City will concurrently begin review of the applicant plans while the applicant is completing the permit application document portion of the process. Add a comment
- Site Plan/Driveway Details** Add a comment
- Grading and Drainage Plan, if applicable** Add a comment
- All Applicable Fees** paid to the City of Fayetteville and NCDOT, as required. Add a comment

8. Click **'Add Project Address or PIN'**

9. Enter address and zip code

10. Click **'Confirm'**.

11. Click **'Save and Continue'**.

Plan Review Submittal



Project Location

Project Address or PIN

Zip Code

Is it in Fayetteville? If you're not sure, click this link: [Cumberland County Tax Office G](#)

E911 Addressing confirmation, please ensure that new developments have an address assigned by Cumberland County E911 before doing so.

Save and Continue

Add Project Address or PIN

Please enter a valid Project Address or PIN below. We will then attempt to verify the location automatically.

TIP: Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Project Address or PIN:

339 ALEXANDER ST

Please confirm the following or change location above:

Address: 339 ALEXANDER ST

Parcel: 0437712413000

Owner: CITY OF FAYETTEVILLE

If you are stuck and would like some assistance please [Contact Us](#).

Cancel Confirm

12. Enter required information about yourself and your project on the next three pages.

13. Click **'Save and Continue'** at each screen.

Plan Review Submittal



Primary Contact Information

Project Owner

Project Contact - Agent/Representative

Indicate which of the following project contacts should be included on this project

- Architect
- Attorney
- Carrier
- Unlicensed Contractor
- Developer
- Electrical Contractor 1
- Electrical Contractor 2
- Electrical Contractor 3
- Engineer
- General Contractor
- Landscape Architect
- Mechanical Contractor 1
- Mechanical Contractor 2
- Mechanical Contractor 3
- Plumbing Contractor 1
- Plumbing Contractor 2
- Surveyor
- Sign Contractor
- Fire Contractor
- Other

Save and Continue

Building Square Footage

Save and Continue

Confirm and Submit

submittal to ensure you have made a complete application:

ectly to them in conjunction with your application. The City cannot accept

T for the final permit approval and issuing of the permit.
to upload the NCDOT driveway permit approval package back into the
standing as this new requirement will significantly enhance coordination
mail tbaker@ncdot.gov

page to indicate you understand and agree.

in public right-of-way at the above location.
nent "Manual on Streets and Driveway Access in Cumberland County" as
to North Carolina Highways.

quired revisions.
es, and sidewalk or speed change lanes as deemed necessary.
street(s) located on public right-of-way will be considered the property of
penalties for driveway or street construction
e time specified by the "Policy on Street and Driveway Access to North
o or endanger the public travel.

- I agree to provide and install construction proper signs, signal lights, flagger and other warning devices for the protection of traffic in conformance with the current "Manual of Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the City Traffic Engineer.
- I agree to indemnify and save harmless the City of Fayetteville, N.C. from all damages and claims for damage that may arise by reason of this construction. I agree that the City of Fayetteville, N.C. will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.
- I agree to provide a Performance Bond in the amount specified by the City of Fayetteville for any construction proposed on the Highway system. I agree to notify the City Construction Management Division (910) 433-1520 when proposed work begins and when it is completed.

By entering my full name in the box provided, I acknowledge receipt of these terms and agreement to the standards therein.

Save and Continue

17. Upload files you would like to attach to your application.

18. Minimum files that must be included for your application to be reviewed:

- a. Site Plan showing driveway dimensions, sidewalks, ADA ramps, and applicable standard details
- b. Driveway Application Form (City of Fayetteville or NC DOT).

19. Click '**Save and Continue**'.

Plan Review Submittal



Document Upload

Uploaded files are listed below. Use the buttons below to add or remove files, invite a consultant, or confirm your submission by clicking "Save and Continue."

Preferable Same Name Used at TRC - Application Submittal 001

ⓘ No files have been uploaded. Upload Files X

📁 Upload files 🗑️ Delete selected 🔒 Save and continue later 👤 Invite consultant to upload 🔗 Help

Save and Continue

20. Select your form of payment and enter all required information. The City of Fayetteville fee is \$200 (<75,000 square feet) or \$400 (>75,000 square feet). For a NC DOT permit, you will have to pay an additional \$50 directly to NC DOT; however, you only need to submit one application whether you are requesting a NC DOT or City of Fayetteville permit.

21. Click '**Save and Continue**'.

Plan Review Submittal



Plan Review Fees

Fee	Qty	Price	Subtotal
Driveway Plan Review Fee - Commercial or Nonresidential	1	\$200.00	\$200.00
			Total: \$200.00

🔗 Pay Options Select ▼

- Select
- Pay Online
- Pay Offline

What Happens Next?

A project administrator from the traffic services division will receive notification that your driveway permit application was submitted. The project administrator will evaluate the submitted materials to ensure all requirements are met. If all requirements are met, the project administrator will accept the submittal package, triggering an email to the applicant that the project is 'Under Review'. If all requirements are not met, the project administrator will decline the submittal package and inform the applicant of the missing requirements. No action will be taken until full payment has been received. Once payment has been received and all required documents are present, the project administrator will evaluate your site plan and initiate any required discussion with the City Traffic Engineer. Upon approval, the City Traffic Engineer will approve (sign) the application and stamp your site plan as 'Approved'.

For city driveway permits this completes the process and you will be notified of your approval via email.

For NC DOT driveway permits, the project administrator and city Traffic Engineer will evaluate your submission similarly. Once approved, the City Traffic Engineer will endorse your NC DOT application, stamp your site plan as approved, and upload the approved documents to the IDT portal. The applicant must then engage the NC DOT separately for their final approval. Once the applicant has obtained NC DOT approval, they must upload the final, approved NC DOT application to the IDT portal so the city of Fayetteville can maintain a copy.

Final Inspections. Once the driveway permit is approved, the project is transferred to the City of Fayetteville Construction Management Department for inspection. The applicant must coordinate with Mr. Jeff Riddle at (910) 322-6358 or jeffreyriddle@fayettevillenc.gov to schedule a pre-construction meeting.

If submitting a NC DOT permit application, the applicant must coordinate with NC DOT for final approval and issuing of the permit following City of Fayetteville approval. The NC DOT Driveway Permit point of contact is Mr. Troy Baker at: tlbaker2@ncdot.gov.

Common Issues. The majority of all issues and delays are a result of incomplete submissions. Every Driveway Permit submitted must include the application (City of Fayetteville form or NC DOT form) and the **site plan** for the project. The site plan must be labeled as such and must include:

1. New driveways or existing driveways that are changing use
2. Driveway radii shown on plan (minimum of 20' radius)
3. Closing of any existing driveways or other cuts to the existing curb and gutter.
4. Sidewalk depicted along the length of the property when adjacent to a public road.
5. Sidewalk connections, ADA ramps, and crosswalks as required
6. For a city sidewalk on private property, site plan must indicate an easement with the City of Fayetteville that will allow the city to maintain the sidewalk.

APPLICATION IDENTIFICATION		N.C. DEPARTMENT OF TRANSPORTATION STREET AND DRIVEWAY ACCESS PERMIT APPLICATION
Driveway Permit No.	Date of Application	
County:		
Development Name:		

LOCATION OF PROPERTY:

Route/Road: _____

Exact Distance Miles Feet N S E W

From the Intersection of Route No. _____ and Route No. _____ Toward _____

Property Will Be Used For: Residential /Subdivision Commercial Industrial Facilities TND Emergency Services Other
 is is not within _____ City Zoning Area.

NC DOT
Driveway Permit Application

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Policy on Street and Driveway Access to North Carolina Highways" as adopted by the North Carolina Department of Transportation.
- I agree that no signs or objects will be placed on or over the public right-of-way other than those approved by NCDOT.
- I agree that the driveway(s) or street(s) will be constructed as shown on the attached plans.
- I agree that that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary.
- I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the North Carolina Department of Transportation, and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways".



Street and Commercial Driveway Access Permit Application

Traffic Services
Division

Date: _____, 20____

Location of Property: _____ Access to Route No. _____

Exact Distance Miles Feet N S E W

From the Intersection of Street _____ and Street No. _____ Toward _____

Agreement

City of Fayetteville
Driveway Permit Application

- I, the undersigned property owner, request access and permission to construct driveway(s) or street(s) on public right-of-way at the above location.
- I agree to construct and maintain driveway(s) or street entrance(s) in absolute conformance with the current "Manual on Streets and Driveway Access in Cumberland County" as adopted by the City Council of Fayetteville, N.C. and the NCDOT Policy of Street and Driveway Access to North Carolina Highways.
- I agree that driveway(s) or street(s) as used in this agreement include any approach tapers, storage lanes or speed change lanes as deemed necessary. I agree that if any future improvements to the roadway become necessary, the portion of driveway(s) or street(s) located on public right-of-way will be considered the property of the City of Fayetteville, N.C. and I will not be entitled to reimbursement or have any claim for present expenditures for driveway or street construction.
- I agree that this permit becomes void if construction of driveway(s) or street(s) is not completed within the time specified by the "Policy on Street and Driveway Access to North Carolina Highways."
- I agree to construct and maintain the driveway(s) or street(s) in a safe manner so as not to interfere with or endanger the public travel.
- I agree to provide during construction proper signs, signal lights, flagger and other warning devices for the protection of traffic in conformance with the current "Manual of Uniform Traffic Control Devices for Streets and Highways" and Amendments or Supplements thereto. Information as to the above rules and regulations may be obtained from the City Traffic Engineer.
- I agree to indemnify and save harmless the City of Fayetteville, N.C. from all damages and claims for damage that may arise by reason of this construction.
- I agree that the City of Fayetteville, N.C. will assume no responsibility for any damages that may be caused to such facilities, within the highway right-of-way limits, in carrying out its construction.